



Other Important Information

(Registration, Learning Resource Center, Resources on the Web)

Office of the Registrar Transcript Request Information

Students or alumni who desire a transcript of NCJA courses must present a written request or the form below to the Registrar's Office. Please note that federal law requires that all requests must bear the signature of the student, so e-mail requests cannot be honored.

For purpose of identification, the request needs to include:

- Student's full/maiden name
- Social Security number
- Date of Birth
- Complete mailing address of where the transcript is to be sent
- Student's signature

Official transcripts cannot be e-mailed or faxed to students, departments, etc. They can only be sent via regular mail. Please remember that all transcript requests must be signed by the student.

A transcript can be picked up in person during regular business hours. A picture ID is required.

If you have questions about the transcript request process, please call the Office of the Registrar at (910) 525-4151, ext. 245 or (828) 685-3600, ext. 213.

Mail all transcript requests to:
Registrar, NC Justice Academy, PO Box 99, Salemburg, NC 28385-0099,
or
Registrar, NC Justice Academy, PO Box 600, Edneyville, NC 28727-0600

Office of the Registrar

Official Transcript Request

Name: _____
Last First Middle/Maiden

Social Security Number: _____ Date of Birth: _____

Send Transcript to (complete mailing address is required):

Student Signature: _____